

Project Files List

Read the following information carefully!!



1. Find out from your instructor the location of the Project Files you need and the location where you will store your files.

- To complete many of the units in this book, you need to use Project Files. Your instructor will either provide you with a copy of the Project Files or ask you to make your own copy.
- If you need to make a copy of the Project Files, you will need to copy a set of files from a file server, standalone computer, or the Web to the drive and location where you will be storing your Project Files.
- Your instructor will tell you which computer, drive letter, and folders contain the files you need, and where you will store your files.
- You can also download the files by going to www.course.com. See the inside back cover of the book for instructions to download your files.

2. Copy and organize your Project Files.

Floppy disk users

- If you are using floppy disks to store your Project Files, this list shows which files you'll need to copy onto your disk(s).
- Unless noted in the Project Files list, you will need one formatted, high-density disk for each unit. For each unit you are assigned, copy the files listed in the **Project File Supplied column** onto one disk.
- If you complete all the exercises in some units, you might need to organize the files onto more than one floppy disk. These units are indicated by an asterisk in the Project Files List.
- Make sure you label each disk clearly with the unit name (e.g., Windows XP Unit A).
- When working through the unit, save all your files to this disk.

Users storing files in other locations

- If you are using a zip drive, network folder, hard drive, or other storage device, use the Project Files List to organize your files.
- Create a subfolder for each unit in the location where you are storing your files, and name it according to the unit title (e.g., Windows XP Unit A).
- For each unit you are assigned, copy the files listed in the **Project File Supplied column** into that unit's folder.
- Store the files you modify or create in each unit in the unit folder.

3. Find and keep track of your Project Files and completed files.

- Use the **Project File Supplied column** to make sure you have the files you need before starting the unit or exercise indicated in the **Unit and Location column**.
- Use the **Student Saves File As column** to find out the filename you use when saving your changes to a Project File provided.
- Use the **Student Creates File column** to find out the filename you use when saving your new file for the exercise.

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Windows XP Unit A	No Files		
Windows XP Unit B*			
Lessons	Win B-1.rtf	Coffee Menu.rtf	
	Win B-2.bmp	Wired Coffee Logo.bmp	
	Coffee Cup.mpeg		
	AM Coffee.wav		
		Coffee Meltdown.wmv	
		Coffee Meltdown.mswmm	
Skills Review	Win B-3.rtf	Choose Coffee.rtf	
	Win B-2.bmp	Wired Coffee Logo 2.bmp	
	Better Coffee.wav		
	Coffee Cup.mpeg		
		Coffee Time.wmv	
		Coffee Time.mswmm	
Independent Challenge 1			Bestsellers List.rtf
Independent Challenge 2	Invitation Map.bmp	Invitation.rtf	
Independent Challenge 3			Stationery.rtf
			Stationery Logo.bmp
Visual Workshop	Win B-2.bmp	A Cup of Coffee.bmp	Good Time Coffee Club.rtf
*Because the files created in this unit may be large, you might need to organize the files onto two floppy disks if you are using floppies and completing all the exercises. Save the Project Files you need for each exercise you are completing on another disk, and label each disk clearly (e.g., Windows XP Unit B Skills Review).			
Windows XP Unit C**			
Lessons	Wired Coffee folder	Wired Coffee folder	
Skills Review			
Independent Challenge 1			World Wide Books folder
			New Store Locations.rtf
			Employee App.rtf
			Employee D Quan.rtf
			Employee L Andersen.rtf
			Employee S Luoma.rtf
			Employee W Blair.rtf
Independent Challenge 2			Apex Cartons folder
			Suppliers Bid.rtf
			Manufacturing Bids.rtf
Independent Challenge 3			MO PC folder
			Customer Letter.rtf
			Business Plan.rtf

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Independent Challenge 4			MO Logo.bmp
			Shortcut to MO Logo.bmp
			Sunrise Bakeries folder
			French Bread.rtf
			Torte.rtf
			7-Layer Chocolate.rtf
			Sweet Bread.rtf
			Shortcut to Torte.rtf
**Because the unit uses folders that contain several levels of folders with files, only the top-level folder and new files are listed.			
Windows XP Unit D**			
Lessons	Wired Coffee folder	Wired Coffee folder	
Skills Review	Wired Coffee folder	Wired Coffee folder	Disk Info.rtf
Independent Challenge 1			Sewing Works folder
			Wilson Letter.rtf
			Suppliers.rtf
			Bills.rtf
Independent Challenge 2			Day Camp folder
			Camper Data.rtf
			Activities Overview.rtf
Independent Challenge 3			Summer Program folder
			2 Weeks Art.rtf
			4 Weeks Art.rtf
Independent Challenge 4			Lines folder
			Shapes folder
			Ovals.bmp
			Lines.bmp
			Curves.bmp
			Clip Art.zip
**Because the unit uses folders that contain several levels of folders with files, only the top-level folder and new files are listed.			
Windows XP Unit E			
Independent Challenge 4			Company Picnic Memo.rtf
Windows XP Unit F			
Independent Challenge 1	2003 Expense Budget.rtf		
	2003 Income Projections.rtf		
Independent Challenge 3			Win Tools Training.rtf
Windows XP Unit G	No files		
Windows XP Unit H	No files		

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Windows XP Unit I			
Lessons	JohnCasey.cer		
Skills Review	JoeJackson.cer		
Independent Challenge 2	JoeJackson.cer		
Independent Challenge 3			Point FS.txt
Windows XP Unit J**			
Lessons	Wired Coffee folder		
Skills Review	Wired Coffee folder		
Independent Challenge 2			Memos folder
			Cabral Raise.rtf
			Thielen Raise.rtf
** Because the unit uses folders that contain several levels of folders with files, only the top-level folder and new files are listed.			
Windows XP Unit K*			
Lessons	Win K-1.rtf	Sales Promotion.rtf	
	Wired Coffee Logo.bmp		
	Win K-2.rtf	Global Coffee.rtf	
	Globe.avi		
	Coffee Cup.bmp	Coffee Cup Image.bmp	
	Win K-3.rtf	Roasting Flier.rtf	
Skills Review	Win K-4.rtf	Company Memo.rtf	
	Wired Coffee Logo.bmp		
	Globe.avi		
	Win K-5.bmp	Holiday Sale.rtf	
	Burst Sign.bmp	Burst Sign Image.bmp	
Independent Challenge 1	Win K-6.bmp	Sales Logo.bmp	
			Stamp By Me.rtf
Independent Challenge 2	Win K-7.bmp	Menu Sign.bmp	
			Hiezer Menu.rtf
Independent Challenge 3	Win K-8.bmp	Classified Collectibles Logo.bmp	
			Olympic Letter.rtf
Independent Challenge 4	Win K-9.bmp	GGRI Logo.bmp	
			LA Graffiti.rtf
Visual Workshop			Accident Report.rtf
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Windows XP Unit L			
Lessons	Family Pictures folder		

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
	Family Pictures 001.jpg		
	Family Pictures 002.jpg		
	Family Pictures 003.tif		
Windows XP Unit M*			
Lessons	MM M-1.mswmm		
	MM M-2.avi		
	MM M-3.avi		
	MM M-4.avi		
	MM M-5.avi		
	MM M-6.wma		
	MM M-14.wma		
	MM M-15.wma		
	MM M-16.wma		
		Planets.mswmm	
		Space Movie.wmv	
Skills Review	MM M-7.mswmm		
	MM M-8.jpg		
	MM M-9.jpg		
	MM M-10.jpg		
	MM M-11.jpg		
	MM M-12.wma		
	MM M-13.wma		
		Wyoming.mswmm	
		Wyoming.wmv	
Independent Challenge 1	MM M-2.avi		
	MM M-3.avi		
	MM M-4.avi		
	MM M-5.avi		
		NASA.mswmm	
		Education.wmv	
Independent Challenge 2	Windows Movie Maker Sample File.wmv		
		Wee Folks.mswmm	
		Wee Folks Sample.wmv	
	Play1.wma		
	Play2.wma		
Independent Challenge 3	MM M-8.jpg		
	MM M-9.jpg		

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
	MM M-10.jpg		
	MM M-11.jpg		
	MM M-13.wma		
			Reunion.mswmm
			Family Reunion.wmv
Independent Challenge 4			Blythe.mswmm
			Blythe Sample.wmv
Visual Workshop			Odyssey.mswmm
			Space Odyssey.wmv
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Windows XP Unit N			
Lessons	Burst Sign.bmp		
	Coffee Roast.bmp		
Skills Review	Burst Sign.bmp		
	Coffee Roast.bmp		
Independent Challenge 2			June Donor.rtf
			June State.rtf
Windows XP Unit O			
Lessons	Win O-1.rtf		
Skills Review	Win O-2.rtf		
	Win O-3.rtf		
	Win O-4.rtf		
	Win O-5.rtf		
	Wired Coffee Logo.bmp		
Independent Challenge 1			Backup Strategy.rtf
Windows XP Unit P			
Lessons			System.evt
Skills Review			Application.evt
Independent Challenge 3			Latest System.evt